



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

July 30, 2009

Ms. Ann Mann, HR Administrator  
Macro Plastics, Inc.  
2250 Huntington Drive  
Fairfield, CA 94533

Dear Ms. Mann:

**RE: FINAL MONITORING VISIT REPORT for Macro Plastic – ET08-0179**

<b>Attendees:</b>	Macro Plastic Representatives: <b>Ann Mann, HR Administrator</b> ; ETP Representative(s): Kristie Ohta, ETP Analyst		
<b>Visit Location:</b>	Teleconference		
<b>Date of the Visit:</b>	May 28, 2009	<b>Beginning/End Time:</b>	10:45 am – 11:45 am.
<b>Term of Agreement:</b>	August 7, 2007 August 6, 2009	<b>Agreement Amount:</b>	\$51,480
<b>Training Start Date:</b>	August 9, 2007	<b>Reimbursement Amount:</b>	\$26.00
<b>Date Training must be Completed:</b>	May 5, 2009	<b>Number of Trainees to Retain:</b>	45
<b>Type of Trainee:</b>	Retrainee	<b>Range of Hours:</b>	8 - 80
<b>Action Required:</b>	<b>NO</b>	<b>Weighted Ave. Hours:</b>	44
		<b>Recommended Hours for Progress Payment 1</b>	<b>13</b>

## Final Report Summary:

- **History Of Agreement Changes**

The Agreement was executed on 09/21/07 and training began on 08/09/07. Your staff reported that all training was completed on 05/01/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement 08/06/09.

- Interview Ms. Mann, HR Administrator
- What barriers, if any, did your company experience in implementing your ETP project?  
*We did not experience any barriers. The program is fairly easy to implement.*

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (04/15/05)

- What problems, if any, did your company experience with ETP record keeping?  
*The invoicing progress payment procedure was a bit difficult to comprehend initially. However, I eventually caught on but I wonder if there is a way to simplify the procedure.*
- What assistance could ETP have provided that would improve the process for future Contractors?  
*I feel that the process is easy enough to incorporate. I'm surprised that we did not implement the program sooner than we did. I wonder how many other contractors feel that training cannot be incorporated into their budgets because they are unaware of the Employee Training Program.*
- How did your company benefit from the ETP training?  
*We were able to provide our employees with training that will assist them in performing their duties more efficiently, accurately and over all improve production which affects the financial aspects of the company. Without the ETP, the training received would only have remained an idea rather than an actuality. The training we were able to provide our employees will hopefully not only benefit them while they are employed with Macro Plastics but also in any future endeavors outside the realms of the work force.*

**Project Status:**

<b>Planned Number of Trainees:</b>	45	<b>Total Agreement Training Hours:</b>	1,980
<b>Trainees Enrolled:</b>	42	<b>Training Hours Recorded:</b>	1,610
<b>Trainees Started Training:</b>	39	<b>Potentially Reimbursable Hours:</b>	1,610
<b>Number of Trainees Dropped:</b>	3	<b>Number of Trainees Completed Training:</b>	39
<b>Completed 8 hours:</b>	39	<b>Trainees in Retention:</b>	9
<b>Completed Minimum hours:</b>	39	<b>Trainees Completed Retention:</b>	30

Macro Plastics records show that 30 trainees have completed training and the 90 day retention period, and 9 trainees are in their 90-day retention period. Marco Plastics projects earnings to be \$41,860 (82% of the encumbered total \$51,480). Current records show that Macro Plastics has received \$21,970 in progress payments, of which \$0 has been approved as earned.

**Attendance Rosters:**

Ms. Ohta has reviewed 100 percent of Macro Plastics training rosters documenting ETP funded training to ensure they are being completed correctly and to ensure the accuracy of the information input. You normally use ETP's approved single day roster. All rosters reviewed met Panel requirements for documenting this training. This finding is based only on the training records reviewed during this visit and represents only a sampling of the training records completed to date. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

All records will be retained within the control of the primary contractor and shall be made available for review at the contractor's place of business within the State of California.

**Invoices:**

Ms. Ohta and Ms. Mann submitted an invoice for progress payment 1 and 2 for 29 trainees, and a final invoice for 16 trainees. Ms. Mann will submit the final fiscal close-out invoice in August 2009.

**Location Of Training:**

Per your ETP Agreement training took place in Solano County, California.

**Audit:**

Macro Plastics will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**Record Retention:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding your contract or the contents of this Report, please contact ETP at 916.327.5239 within ten (10) working days upon receipt of this document.

Sincerely,



Rosa Hernandez, Manager  
Sacramento Regional Office



Kristie Ohta, Program Analyst  
Sacramento Regional Office

cc: David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor \_\_\_\_\_ \*\*